



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

RECRUITMENT NOTICE

Advertisement No. ENT-02/2018

Closing date:16.05.2018 upto 5.00 P.M.

The details of posts advertised vide Advertisement No. ENT-2/2018 is as under:

OSP = Outstanding Sports Person, ESM = Ex-Serviceman, DAP= Differently Abled Persons

| Sr. No. | Name of Post and Scale of pay | No. of Posts | Distribution of seats Category-wise | | | | |
|---------|---|--------------|-------------------------------------|---------------|----------------------------|-------------------|------|
| | | | DAP | General | SC | BC/A | BC/B |
| 1 | Controller of Examinations 37400-67000+10000 (GP) (unrevised) | 01 | - | 01 | - | - | - |
| 2 | Supervisor(Boys Hostel) 35400-112400(Level-6 as per pay matrix) | 01 | - | 01 | - | - | - |
| 3 | Sanitary Inspector 25500- 85100 (Level-4 as per pay matrix) | 01 | - | 01 | - | - | - |
| 4 | Accounts Clerk 19900-63200 (Level-2 as per pay matrix) | 01 | - | 01 | - | - | - |
| 5 | Clerk 19900-63200 (Level-2 as per pay matrix) | 13 | - | 04 01(ESM) | 01 01 (OSP) 01 (ESM) | 02 01(OSP) | 02 |
| 6 | Steno-typist 19900-63200 (Level-2 as per pay matrix) | 06 | 01 | 02 | 01(ESM) | 01(OSP) BC-A/B | 01 |
| 7 | Laboratory Attendant 19900-63200 (Level-2 as per pay matrix) | 04 | - | 03 | 01 | - | - |
| 8 | Watchman 16900-53500 (Level-DL as per pay matrix) | 02 | - | - | 01 | 01 | - |
| 9 | Peon 16900-53500 (Level-DL as per pay matrix) | 03 | - | 01 01(ESM) | 01 | - | - |

Minimum qualification for eligibility and selection criteria besides other relevant information including instructions and guidelines are available on the university website www.cdlu.ac.in.
The university reserves the right to increase/decrease the number of posts.

REGISTRAR



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

Advertisement No. ENT-02/2018

Closing date: 16.05.2018 upto 5.00 P.M.

| Sr. No. | Name of Post | No. of Posts | Distribution of seats Category-wise | | | | |
|---------|----------------------------|--------------|-------------------------------------|---------------|--------------------------|-------------------|------|
| | | | DAP | General | SC | BC/A | BC/B |
| 1 | Controller of Examinations | 01 | - | 01 | - | - | - |
| 2 | Supervisor(Boys Hostel) | 01 | - | 01 | - | - | - |
| 3 | Sanitary Inspector | 01 | - | 01 | - | - | - |
| 4 | Accounts Clerk | 01 | - | 01 | - | - | - |
| 5 | Clerk | 13 | - | 04 01(ESM) | 01 01(OSP) 01(ESM) | 02 01(OSP) | 02 |
| 6 | Steno-typist | 06 | 01 | 02 | 01(ESM) | 01(OSP) BC-A/B | 01 |
| 7 | Laboratory Attendant | 04 | - | 03 | 01 | - | - |
| 8 | Watchman | 02 | - | - | 01 | 01 | - |
| 9 | Peon | 03 | - | 01 01(ESM) | 01 (SC) | - | - |

OSP = Outstanding Sports Person, ESM = Ex-Serviceman, DAP= Differently Abled Persons

For downloading the Application Form, qualifications, pay-scales, procedure for applying, selection criteria and other relevant conditions, please visit the university website www.cdlu.ac.in. Vacancies advertised previously vide Advt.No.E-1/2008, E-1/2009 and EN-1/2011 stand withdrawn and fee deposited, will be refunded on demand. The university reserves the right to increase/decrease the number of posts.

REGISTRAR

Barnala Road, Sirsa-1250555, E-mail: registrarcdlu@Gmail.com, Ph:01666-239819

AS
24/4/18

AS
24/04/18

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

Instructions and Guidelines against **Advertisement No. ENT-2/2018**

1. BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY IN REFERENCE TO THE QUALIFICATIONS REQUIRED FOR THE CONCERNED POST.
2. The application forms will be neatly and legibly filled in by the candidates in his own hand writing.
3. Name of the post applied for must be super-scribed at the top of the envelope as under:
Application for the post of
4. Applications will be accepted only on prescribed format.
5. The candidates must ensure their eligibility as on the last date of submission of application form.
6. Separate application forms must be submitted for each position/post.
7. The downloaded application forms must be accompanied with a Demand Draft of prescribed form fee of Rs. 500/- (Rs. 125/- for SC, BC-A/BC-B and DAP of Haryana) in favour of Registrar, Chaudhary Devi Lal University, Sirsa payable at OBC, Chaudhary Devi Lal University branch (IFSC Code ORBC0101517). 50% concession in fee is permissible for women candidates.
8. Application forms must reach the office of the Assistant Registrar (Estt.), Chaudhary Devi Lal University, Sirsa on or before closing date 16-05-2018 upto 5:00 PM.
9. Self attested photocopies as supporting documents must be enclosed with the application forms. Original documents will have to be shown at the time of the Interview.
10. Incomplete applications or application received after the last date given or those not on the prescribed format or not enclosed with required fee, will be rejected.
11. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc. The application form forwarded by the employer should reach the university not later than one month after the closing date.
12. Information regarding written test and/or interview will be displayed on the university website. The candidates are advise to regularly check the same. Wherever the written test is conducted, the eligibility of candidates will be only for the candidates who pass the written test.
13. The minimum eligibility condition and criteria of selection etc., wherever applicable is also displayed on the website of the University.
14. The University follows reservation policy as per Haryana Govt. Rules.
15. Advt. No.E-1/2008, E-1/2009, EN-1/2011 stand ~~by~~ withdrawn.
16. The University reserves the right to increase / decrease the number of posts. The University may not fill any of the posts thus advertised without assigning any reason.
17. The maximum age will be as per Haryana Govt. rules.
18. Concealment of facts or supply of wrong information/documents shall result in cancellation of candidature in addition to legal action.
19. The candidates will submit their claim of weightage on a separate sheet attached to the application forms in the light of the selection criteria to be verified at the office level.

REGISTRAR

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA



APPLICATION FORM FOR EMPLOYMENT OF NON- TEACHING POSTS INCLUDING C.O.E

IMPORTANT NOTE : The candidate is required to fill up this form in his/her own handwriting and attach self- attested photocopies of all the certificates / testimonials. Candidate should read the instructions etc. on the university website www.cdlu.ac.in carefully before filling up this application form.

Application No.
(To be filled in by the office)

A passport size
recent photograph
of the candidate
duly attested by a
gazetted officer
must be pasted
here

-
- 1 a) Post applied for (Give the full and correct name of the post) _____
b) Advertisement No. _____

- 2 a) Name in Full (in block letters) _____
b) Father's Name _____
c) Mother's Name _____

- 3 a) Present Postal Address _____
b) Permanent Address _____

- c) Phone No. with STD Code _____
Mobile No. _____
d) Email Address _____
- 4 a) Date of Birth _____
b) Age as on last date of receipt of application (.....YY.....MM.....DD.....)
c) Place of Birth _____
- 5 a) Nationality of Candidate _____
b) Do you belong to SC/BC/Ex-Serviceman/ DAP Category ?
(If yes, attach a certificate from the competent authority) _____
c) Male/Female/Transgender _____
d) Marital Status (Married/Unmarried)
(If married, whether you have more than one living wife/husband) _____
- 6 a) Present employment, if any, with pay & grade (State whether on adhoc/temporary/probation/permanent) _____
b) Date of next increment _____
c) Name of Employer _____
d) Have you obtained prior permission of your present employer for submitting his application? _____
e) Basic pay acceptable, if selected _____
f) Period required for joining the posts, if appointed _____

- 7 a) What is your mother tongue? _____
 b) Name the languages which you can read, write and/or speak. Give particulars and examination(s), if any, passed in each.

| Read only | Speak only | Read & Speak | Read, Write & Speak | Examination(s) Passed |
|-----------|------------|--------------|---------------------|-----------------------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |

8 a) Have you ever been disqualified from appearing in any University Examination/undertaking University work (Say Yes or No) _____

b) Are you a dismissed employee? (Say Yes or No) _____

9 i) Whether any criminal case has been registered against applicant (Yes/No) _____

ii) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof _____

iii) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof _____

Bank Draft No.Date.....Amount Rs.

OR

University Receipt No.Date Amount Rs.....

ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION

11. REFERENCES : These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and at least one of them should be a citizen of India.

For Controller of Examinations; Attach recommendation letters. For applicants having done Doctoral Research, the Research Supervisor must be listed.

i) Name _____
 Occupation or Position _____
 Address with E-mail. _____

ii) Name _____
 Occupation or _____
 Position Address _____
 Address with E-mail. _____

12. Educational Qualifications (from Matriculation onwards)

| Exam. Passed | Subject | Univ./ Board | Year of Passing | Class or Division | Max. Marks | Marks Obtained (Accurate) | % of Marks | Distinctions, if any |
|---------------------------------|---------|--------------|-----------------|-------------------|------------|---------------------------|------------|----------------------|
| Matric | | | | | | | | |
| Hr. Sec./ Pre-Univ./ Inter/10+2 | | | | | | | | |
| B.A./B.Sc./ B.Com. | | | | | | | | |
| M.A./M.Sc./ M.Com. | | | | | | | | |
| M.Phil. | | | | | | | | |
| Ph.D (Date of Regn. of Ph.D.) | | | | | | | | |
| NET/SET/etc. | | | | | | | | |
| Any other exam | | | | | | | | |

Note:- Attested copies/self attested copies of certificates in support of qualifications be attached with this application.

13. Topic of Research of Ph.D., if any.

.....

14. (a)Detail of specialized knowledge /Field of Specialization

.....
 .

(b) Speed in shorthand / Type writing/Computer Typing _____ / _____ / _____ w.p.m.

(c) Course (s) in Computer : _____ (Attach Certificate(s))

15. Employment : - Give particulars concerning previous employment (s).

| Name of Employer/ Institution | Designation of the Post held and its pay scale | Duration of appointment | | Basic Pay & allowances separately | Reasons for leaving |
|-------------------------------|--|-------------------------|----|-----------------------------------|---------------------|
| | | From | To | | |
| | | | | | |

16. Total experience : (teaching **Administrative** /position/post) as per requirement for the post applied for.

Experience (To be mentioned from the date of meeting the eligibility requirement for the post applied).

| Post held | Name of the College/Institution | Nature of Post Whether permanent/ Regular/ Adhoc/ Contractual with pay scale/Consolidated Salary | From | To | Total | | | UG Experience | PG Experience |
|-----------|---------------------------------|--|------|----|-------|---|---|------------------|------------------|
| | | | | | Yrs. | M | D | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

17. Any other information (Please attach Separate Sheet as per requirement of the post).

.....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the **CDLU, Sirsa**. In case of any information/document(s) submitted is found false/incorrect/wrong, my candidature/selection is liable to be cancelled and legal action can be taken against me.

Place

.....

Date.....

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr. , who is at present working as in the (Deptt./Organization) is recommended and forwarded for consideration for the post of to the Registrar, **CDLU, Sirsa**. In case, he/she is selected for employment in the **CDLU, Sirsa**, he/she will be relieved of his/her present position.

Place

Date.....

Signature of the Head of
of the office/Organization
(Seal of Office)

| Name of the Post | GP | Essential Qualification | Selection Criteria | | | | |
|------------------------------|-------------------------------|--|--|--|--|--|-----------|
| | | | Academic Merit (Max.: 15, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| Supervisor (for Boys Hostel) | 9300-34800+3600GP (unrevised) | <p>Already approved (Reso. No. 9, EC Meeting held on 05.03.14)</p> <p>Preferably Bachelor's Degree with experience of Supervising, maintenance and handling of institutional messes. Experience of handling accounts will be additional qualifications.</p> <p>OR</p> <p>Naib Subedar or Subedar</p> <p>Age-Not above 50 year (c) Medical Category-Shape-I</p> <p>Height- Not less than 5'9" (177.5 cms.)</p> <p>Weight- Not more than 72 kg</p> | <p>i) 02 marks for obtaining 50% to 60% marks at 10+2 and graduation individually (Maximum marks 04)</p> <p>ii) 03 marks for obtaining 61% to 65% marks at 10+2 and graduation individually (Maximum Marks: 06 marks)</p> <p>iii) 04 marks each for obtaining above 65% in 10+2, graduation (08 marks)</p> <p>iv) Additional 02 marks for obtaining 70% or above marks individually in 10+2 and graduation (04 marks)</p> <p>v) Post Graduation (03 marks)</p> | <p>i) Certificate (2 marks)</p> <p>ii) Diploma (3 marks)</p> <p>iii) Degree (5 marks)</p> <p>[Provided (i)/(ii) are not used for acquiring basic higher qualification]</p> <p>(From Govt./Semi Govt./Govt. Aided Institutes)</p> | <p>2 marks per completed year of supervising, maintenance of handling of institutional messes. from of Govt./Statutory Body/University/PSU</p> | <p>General Knowledge (10 marks)</p> <p>Aptitude/Mathematical Competence (10 marks)</p> <p>Language Skills in English and Hindi (10 marks)</p> <p>Knowledge of the Specific Area as per post (10 marks)</p> <p>knowledge of Computer (10 marks)</p> <p>Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test falls short of the minimum number of candidates to be considered for selection for the post(s) advertised</p> | Nil |

S. S. S. S.
10/11/17

A. S. S. S.
10/11/17

S. S. S. S.
10.11.17

S. S. S. S.

| Name of the Post | GP | Essential Qualification | Selection Criteria | | | | |
|--------------------|-----------------------------------|---|--|---|--|---|-----------|
| | | | Academic Merit (Max.: 10, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| SANITARY INSPECTOR | Rs. 5200-20200+2400GP (unrevised) | Already approved (Reso. No. 9, EC Meeting held on 05.03.14) 10+2 with Sanitary Inspector course | i) 10+2: 51% to 55%: 3 marks ii) 56% to 60%: 4 marks iii) 61% to 65%: 5 marks. iv) 66% to 70%: 6 marks. v) Above 70% : 7 Marks vi) Graduation: 3 marks additional. OR Post Graduation (5 marks) | i) Certificate (2 marks) ii) Diploma (3 marks) iii) Degree (5 marks) [Provided (i)/(ii) are not used for acquiring basic higher qualification] (From Govt./Semi Govt./Govt. Aided Institutes) | 2 marks per year. Govt./semi gov//Statutory Body/University/PSU/autonomous institute/in a reputed organization running group of institutions preferably educational | General Knowledge (10 marks) Aptitude/Mathematical Competence (10 marks) Language Skills in English and Hindi (10 marks) Knowledge of the Specific Area as per post (10 marks) knowledge of Computer (10 marks) Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test falls short of the minimum number of candidates to be considered for selection for the post(s) advertised | Nil |

S. Srinivas
10/11/17

S. Srinivas
10/11/17

S. Srinivas
10.11.17

B. V.

| Name of the Post | Gr | Essential Qualification | Selection Criteria | | | | |
|---|----|-------------------------|---|--|--|---|-----------|
| | | | Academic Merit (Max.: 10, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| ACCOUNTS CLERK Rs. 5200-20200+1900Gr(unrestricted) | | As per Haryana Govt. | i) 10+2: upto 50%. (Nil) ii) 1/2 marks for each one percent above the minimum requirement but up to 70%. (05 marks) iii) 05 additional marks for securing more than 70% marks. (5 marks) iv) Graduation: 3 marks OR Post Graduation: 5 marks | Should pass State Eligibility Test in Computer Appreciation and Application from an agency authorized by the Govt. of Haryana vide Govt. letter No. 42/164/20083-GSII dated 07.11.2013 from Chief Secretary, Govt. of Haryana. | 2 marks per year. Govt.semi gov/Statutory Body/University/PSU/autonomous institute/in a reputed organization running group of institutions preferably educational | General Knowledge (10 marks) Aptitude/Mathematical Competence (10 marks) Language Skills in English and Hindi (10 marks) Knowledge of the Specific Area as per post (10 marks) Knowledge of Computer (10 marks) Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test falls short of the minimum number of candidates to be considered for selection for the post(s) advertised | |

S. S. Singh
10/11/17

Dr. J. Chandra
10/11/17

12.11.17

B. N.

| Name of the Post | GP | Essential Qualification | Selection Criteria | | | | |
|------------------|-------------------------------|---|---|--|--|---|-----------|
| | | | Academic Merit (Max.: 10, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| LAB ATTENDANT | 5200-20200+1900GP (unrevised) | <p>Already Approved</p> <p>Matric second division with science having three year experience in a college/university/laboratory/ workshop.</p> | <p>i) Matric: 51% to 55%: 3 marks ii) 56% to 60%: 4 marks iii) 61% to 65%: 5 marks. iv) 65% to 70%: 6 marks. v) Above 70% : 7 Marks vi) 10+2 (2 marks) vii) Graduation: 3 marks additional or Post Graduation: 05 marks</p> | | <p>2 marks per complete year as Lab attendant.</p> | <p>i) General Knowledge in the related field. (10 marks) ii) Basic Mathematical Competence (10 marks) iii) Language Skill's in Hindi. (10 marks) iv) Domain knowledge (20 marks)</p> <p>Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test fall short of the minimum number of candidates to be considered for selection for the post(s) advertised.</p> | Nil |

S. S. S. S.
10/11/17

Deepa Shamma
10/11/17

Decc
10.11.17

G. J. W.

| Name of the Post | GP | Essential Qualification | Selection Criteria | | | | |
|------------------|-------------------------------------|--|---|--|---|--|-----------|
| | | | Academic Merit (Max.: 10, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| Watchman | 4440-7440-GP 1300+30 SP (unrevised) | Already approved Matric. should be conversant with the work of watch and ward | i) 10-2: upto 50%. (Nil) ii) 1/2 marks for each one percent above the minimum requirement but up to 70%. (05 marks) iii) 05 additional marks for securing more than 70% marks. (5 marks) iv) Graduation: 3 marks | | Two marks for each completed year of as a watchman in a govt.-recognized Senior Secondary School/reputed Research institute/college/ University/Govt. offices/PSU | i) General Knowledge (40 marks) ii) Basic Mathematical Competence (30 marks) iii) Language Skills in Hindi. (30 marks) Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test fall short of the minimum number of candidates to be considered for selection for the post(s) advertised. | |
| Name of the Post | GP | Essential Qualification | Selection Criteria | | | | |
| | | | Academic Merit (Max.: 10, Minimum: No Marks) | Knowledge of Computer (Max.: 05, Minimum: No Marks) | Experience (Max.: 10 Marks) | Written Test (Max.: 50 Marks) | Interview |
| Peon | 4440-7440-GP 1300+30 SP (unrevised) | Already approved Matric and should be conversant with the working in an office/ laboratory or Middle with two year experience in university/college/autonomous institute. Should have knowledge of Hindi upto Middle | i) 10+2: upto 50%. (Nil) ii) 1/2 marks for each one percent above the minimum requirement but up to 70%. (05 marks) iii) 05 additional marks for securing more than 70% marks. (5 marks) iv) Graduation: 3 marks | | Two marks for each completed year of as a Peon in a govt.-recognized Senior Secondary School/reputed Research institute/college/ University/Govt. offices/PSU. | i) General Knowledge (40 marks) ii) Basic Mathematical Competence (30 marks) iii) Language Skills in Hindi. (30 marks) Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test fall short of the minimum number of candidates to be considered for selection for the post(s) advertised. | |

S. S. S.
10/11/17

S. S. S.
10/11/17

S. S. S.
10/11/17

S. S. S.

Name of the Post: **CONTROLLER OF EXAMINATIONS**

Pay scale/ Grade: Rs. 37400-47000+10000GP (unrevised)

Essential Qualifications: Already approved; only designations are to be read as amended vide resolution of the Executive Council.

SELECTION CRITERIA:

| Sr. No. | Qualification | Maximum Marks accrued | Maximum Marks in aggregate |
|---|---|--|----------------------------|
| 1. | Academic Qualification: | | 30 Marks |
| | i. Minimum Academic Qualifications | No Marks | |
| | ii. 02 marks for obtaining more than 55% but less than 60% marks at 10+2, Bachelor and Master's level individually. | 12 Marks | |
| | iii. 03 marks each for obtaining 1 st Division up to 65% marks in 10+2, Bachelor Degree and Master Degree | 16 Marks | |
| | iii. 04 marks each for obtaining above 65% to 70% marks in 10+2, Bachelor Degree and Master Degree | 16 Marks | |
| | iv. Additional marks for obtaining 70% or above marks. | 04 Marks | |
| v. Ph.D. | 07 Marks | | |
| 2. | Awards /Medals from Govt. Approved/Recognized Bodies (two mark for each award) | 5 Marks | 05 Marks |
| 3. | Experience: Experience as Professor/Associate Professor/Reader/Lecturer Selection Grade/Deputy Registrar in Govt./ Semi Govt./ Govt. Aided/Examination Body. | 02 Mark for each completed year after stipulated requirement of experience | 10 Marks |
| 4. | Administrative Responsibilities: | | 15 Marks |
| | i. Principal/ Director of an institution of Higher Education. (1 marks for each completed year). | 05 Marks | |
| | ii. NAAC Coordinator (one mark per inspection by NAAC). | 05 marks | |
| | ii. Dean/Chairperson (5 marks for full term, 2 marks for each completed year). | 05 marks | |
| iii. Bursar/Coordinator NSS/ DSW/DYW/Chief Warden/ Proctor / Coordinator IQAC/Incubation or Instrumentation Centre/Member AC/EC/Court or Chairperson of any standing committee of University (one mark for one year). | 05 marks | | |

to fill
by

BZ

Dec 10.11.17

| | | | |
|----|---|----------|----------|
| 5. | Examination Work Experience: i. Superintendant-in-Chief (1 mark per Semester) | 05 Marks | 20 Marks |
| | ii. Centre Superintendant (one mark per Semester) | 05 Marks | |
| | iii. Deputy Centre Superintendant (½ Mark per Semester) | 04 Marks | |
| | iv. Observer (½ Mark per duty) | 02 Marks | |
| | v. Convener/Chairman of Flying Squad (2 marks per 7 days) Member Flying squad(1 marks per seven days) | 02 Marks | |
| | vi. Convener/Chairman UMC Committee at University level (02 marks per year) | 02 Marks | |
| | vii. Member UMC Committee (01 mark per year) | 02 Marks | |
| | viii. Secrecy Officer/ Coordinator Spot Evaluation Centre (01 Mark per year) | 05 marks | |
| 6. | Domain Knowledge: Knowledge of Examination Systems, Computers, Software, automation etc. through power point presentation | | 15 Marks |
| 7. | Interview: i. Over all Knowledge of Examinations and University System | 07 Marks | 15 Marks |
| | ii. Communication Skills | 04 Marks | |
| | iii. Overall Personality | 04 Marks | |

Dr. Shamani
10/11/17

Dr. S. S. S.
10.11.17